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DDP/Support Staff
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Draft

(Approved 5-10, pmd.)

FILING AND DISPOSITION GUIDE

FOR

CS SUPPORT STAFFS

(Prepared May 1962)

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Foreword

This Guide has been prepared to assist in establishing uniform filing and disposition standards for all CS Support Staff records in the DDP Area at Headquarters. Adoption of these standards will increase the administrative usefulness of records, expedite their disposition when no longer needed, and simplify the training of file custodians.

It is the responsibility of Chiefs of Support Staffs to designate a qualified individual as Staff Records Officer who shall establish and monitor the filing and disposition standards of this Guide.

(Signed) _____

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Introduction

General

Most of the records created and maintained by OS Support Staffs at Headquarters relate to the functions of personnel administration, logistics, security, financial accounting, and budget preparation. Such records are common to all Federal Agencies and their disposition is governed by General Records Schedules approved by Congress and issued by General Services Administration. The records maintained by the OS Support Staffs have no permanent retention value, and are scheduled for destruction after their administrative usefulness has expired. The Headquarters Offices of Support elements are the official office of record for OS Support Staff activities. They maintain adequate documentation of the organization, functions, policies, and essential transactions of the OS Support Staffs. Any question regarding the location of an office of record should be referred to the CIA Records Administration Officer thru the Staff Records Officer.

Subject Filing

The subject numeric filing plan in this Guide is based on subjects supplied by SSA/DDS and supplements the system outlined in [redacted]. Detailed instructions for installing and operating the system are given in the Handbook and in Appendix A of this Guide.

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General Disposition Schedules

1. Coverage. These schedules provide filing and disposition standards for the records described regardless of where they are filed organizationally in the Staff. It is not the intent of these schedules to require the maintenance of all records described. The number of different files in a Staff will vary with the size and functions of the Area Division or Senior Staffs to which support is rendered. Any files not described in the schedule should be reported to the Staff Records Officer who will arrange for their inclusion.

2. File Break or Cut-Off. A records control schedule cannot be applied effectively unless files are cut-off at stated periods of time. This schedule recommends annual breaking of files. Experience indicates that the cut-off technique is more effective and less time consuming than reliance on periodic screening. The cut-off practice also expedites reference because it limits the number of papers that need be searched. Detailed instructions for applying the cut-off procedure can be found in Handbook for Subject Filing, [redacted]

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FILING GUIDE FOR OS SUPPORT

SUBJECT FILES

(Supplement to [redacted] 25X1

The following is a list of primary subjects in this Guide. These subjects should appear on center guides in the file drawer ([redacted] 2 X1 unless a Station or Area arrangement is desired.

ALLOWANCES	MEDICAL
AUTOMATION	PERSONNEL
BUDGET & FISCAL	PROGRAMS
COMMUNICATIONS	REGULATORY ISSUANCES
GENERAL ADMINISTRATION	SECURITY
LIAISON	TRAINING
LOGISTICS	TRAVEL

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ALLOWANCES

1 Clothing Allowances
2 Representation Allowances
3 Special Allowances
4 Standardized Allowances

AUTOMATION

1 Office Machines (General)
2 Work Methods
3 Source Data Automation
4 Computers

BUDGET AND FISCAL (ACCOUNTING)

1 Accounting (General)
1-1 Delinquent Accounts
1-2 Imprest Funds
1-3 Settlement of Accounts
1-4 Shortages and Losses
1-5 Trust Accounts
1-6 Custody and Control of Funds
2 Authorizations (General)
2-1 Approving Officers
2-2 Certifying Officers
3 Budgets
4 Caching
5 Currency Conversions
6 Fiscal Annexes
7 Payrolls
8 Salary Advances
9 Audit (General)
9-1 Audit Procedures
9-2 Audit Reports

COMMUNICATIONS

1 Cable Policies and Procedures
2 Correspondence and Pouch Procedures
3 Facilities

GENERAL ADMINISTRATION

1 Delegation of Authority
2 Inspections
3 Legal Matters
4 Meetings and Conferences
5 Organization and Functions
6 Records Management

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LIAISON

1 Military Services
2 Civilian Agencies

LOGISTICS

1 Motor Vehicles
2 Printing and Reproduction
3 Procurement and Requisitioning
4 Property Accountability
4-1 Consolidated MR's
4-2 Damage and Loss
5 Real Estate
5-1 Furniture, Furnishings, Supplies
5-2 Housing Overseas
5-3 Utilities Services

MEDICAL

1 Medical Emergencies
2 Overseas Medical Benefits and Facilities
3 Physical Standards and Evaluations
4 Preventive Medicine
5 Rest and Rehabilitation

PERSONNEL

1 Position, Salary, and Wage Administration (General)
1-1 Ceiling
1-2 Hours of work
1-3 Leave
1-4 Overtime
1-5 Pay
1-6 Position Analysis
2 Personnel Operations (General)
2-1 Career Planning
2-2 Consultants
2-3 Contract Personnel
2-4 Fitness Reports
2-5 Military Personnel
2-6 Promotion
2-7 Reassignment
2-8 Recruitment
2-9 Retirement
2-10 Separation
3 Personnel Services
3-1 Awards
3-2 Compensation Claims
3-3 Credit Union
3-4 Employee Emergencies
3-5 Insurance
3-6 Tax Matters

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PROGRAMS

1 Administrative Plans
2 CS Planning System
3 Operational Programs
4 Project Preparation and Approval

REGULATORY ISSUANCES

1 Agency
2 CS
3 Division and Staff

SECURITY

1 Alien Affairs
2 Personnel Security
2-1 Clearances
2-2 Conduct
2-3 Marriage
2-4 Outside Activities
3 Physical Security
3-1 Protection of Classified Material
3-2 Security in Office Routine
3-3 Security Violations
4 Security Support
4-1 Emergency Plans
25X1 [redacted]
4-3 Safety
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TRAINING

1 Enrollment and Scheduling
2 External Training
3 Internal Training

TRAVEL

1 Advances
2 Accounting
3 Baggage
4 Modes
5 Per Diem
6 Shipment and Storage of Effects
7 Travel Orders

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GENERAL DISPOSITION SCHEDULES WITH FILING GUIDES

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Description of Files	Recommended Method of Filing	Authorized Disposition
I. General Administrative and Reference Files		
1. Support Staff Subject Files		
These files ordinarily consist of correspondence, memos, reports, dispatches, and cables relating to the overall administration of Division or Staff support responsibilities. Contents of the file relate largely to the implementation of established policy and procedure. The subject matter of the files varies but relates commonly to budget, fiscal, logistics, security, personnel, and training functions.	By subject (In accordance with Filing Guide)	Break files annually; hold 2 years, then destroy.
2. Station Subject Files (Country Files)		
These files contain correspondence, reports, and copies of cables and dispatches relating to the administration of Support functions for stations and projects.	By country and/or station and subject. (In accordance with Filing Guide)	Break files annually; hold 2 years, then destroy.
3. Regulatory Issuances		
Copies of Agency regulations, notices, Handbooks, and other internal or external issuances.	By subject and/or number.	Destroy when superseded or no longer needed for reference.
4. Chrono Files		
These files consist of extra copies of in and out cables and dispatches (Administrative S and T), and copies of outgoing correspondence. Such files are maintained for convenience of reference.		
a. Cables and Dispatches	Chronologically	Maintain 6 months level; destroy earliest month upon filing latest month.
b. Correspondence	Chronologically	Destroy after 2 years.

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5. Mail Control Records		
a. TS Logs	Numerically by TS number	Disposal not authorized by this schedule.
b. Secret and below logs	By type and chronologically thereunder.	Break file annually; hold 1 year and destroy.
c. Abstract Slips	By source and/or chronologically.	Same as b above.
6. Cryptic Reference Files		
Files consist of cross referenced cards maintained to record pseudonyms, cryptonyms, aliases, and other indicators of interest.	In accordance with the manditory CS "four part breakdown."	Upon separation, termination or transfer place cards in inactive file; hold 1 year and destroy.
7. Reference Publication Files		
Consists of books; publications of CIA, other government agencies or private organizations; catalogs, periodicals, maps, and similar material maintained for reference purposes.	Maintained for convenience of user.	Destroy when superseded, obsolete, or no longer needed for reference, except for library material on loan which will be returned.
8. Working Files		
Usually consists of documents and folders from various sources as well as rough notes, drafts, forms, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed. The collection may also include folders and documents temporarily charged out of a file system.	Maintain for convenience of user.	Upon completion of a specific job, return any loaned documents to file and destroy remaining papers.

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Description of Files	Recommended Method of Filing	Authorized Disposition

II. PERSONNEL

1. Personnel Subject Files

These are administrative reference files accumulated in the course of performing personnel support functions. Included in the files are copies of directives and procedural instructions as well as correspondence, reports, cables, and dispatches. This material relates to such subjects as T/Os; position descriptions; assignments; reassignments; vacancies; recruitment; promotions, and other matters pertaining to personnel administration. Ordinarily correspondence with Branches and other headquarters components is filed here.

By subject (in accordance with Filing Guide)

Break files annually; hold 2 years, then destroy.

2. Personnel Folders (soft)

a. Staff employees and staff agents individual personnel folders maintained by the Personnel Officer for employees of the Area Divisions. Filed here are copies of papers documenting all personnel actions affecting the individual. Also present are copies of fitness reports, correspondence, cables and dispatches pertaining to assignments, training, processing, and travel of the employee.

Alphabetically

Upon separation forward file to Records and Services Division, Office of Personnel, for screening. Upon transfer screen and forward to gaining office.

b. Contract Employees
These files ordinarily contain a copy of the contract along with copies of instructions, reports, correspondence, dispatches, and cables pertaining to the employee and status of his contract.

(1) Type A Employee

Upon termination screen out and destroy duplicate material and transfer to Contract Personnel Div., Office of Personnel.

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(2) All Others		Upon termination, screen out and destroy duplicate material. Place folder in inactive file; break file annually; hold 1 year and then transfer to Records Center. Dispose of at Records Center in accordance with General Records Schedule 1, Appendix B, Title 3, Federal Records.
3. Personnel Card Files		
a. Employee Records Cards (Form OF 4b) A card is maintained for each employee. Notations of all personnel actions and completed training are posted to this form.	By organization and grade thereunder.	Upon intra-agency transfer, forward card to gaining office. Destroy on separation or termination.
b. Position Inventory Files. These files are ordinarily maintained on SF 7d along with OF 4b above. They provide a current record of authorized and established positions, both filled and vacant.	By organization and grade thereunder.	Destroy on cancellation of position.
c. Locator Cards. These are IBM Cards furnished by Office of Personnel for each employee. The cards bear home and office addresses and phone numbers.	Alphabetically	Return card to Machine Records Div., Office of Comptroller as instructed thereon.
4. Personal Papers Consists of personal papers held in storage for individuals who have gone overseas. These papers are the personal property of the individual and no official GS documents are maintained in these files.	Alphabetically by name of employee.	Return to individual upon return from overseas. These files may also be stored at the Records Center and recalled individually as employees return.

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5. T/O Files		
Consists of records relating to the staffing pattern such as copies of monthly T/O reports; T/O change authorizations; manning tables, and IBM listings of employees by grade and date of grade.	By subject	Destroy when superseded or obsolete.
III. SECURITY		
1. Security Subject Files		
A file of correspondence, reports, surveys, copies of dispatches and cables, and copies of internal and external issuances and instructions pertaining to security clearances and the general administration of the security support functions. Ordinarily correspondence with Branches and other headquarters elements is filed here.	By subject (in accordance with Filing Guide)	Break files annually; hold 2 years, then destroy.
2. Clearance Files		
These files are used as a control over status of clearances requested from O/S. Consists of cards or other forms bearing name of individual, date of request, and type of clearance.	Alphabetically	Destroy after transfer or separation.
3. Cover Files		
Consists of cards or other forms bearing name of individual, kind of cover and date of cover.	Alphabetically	Destroy after transfer or separation.
IV. BUDGET AND FISCAL		
1. Fiscal Subject Files		
A general file of correspondence, reports, memos, copies of instructions and internal issuances relating to administration of the fiscal support function at headquarters and in the field as well as those of the Branch. Ordinarily, correspondence with other headquarters components is filed here.	By subject. (in accordance with Filing Guide)	Break files at end of each year; hold for 2 years and destroy.

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2. Budget Files		
These files ordinarily include copies of instructions, narrative and statistical statements or requirements, copies of operational programs, preliminary estimates, office estimates, copies of budget presentations and related work papers. These are files that accumulate during the process of preparing Staff and Division budget presentations for the Budget Division, Office of the Comptroller.	By subject and fiscal year.	Break files annually; hold for 3 fiscal years, then destroy.
3. Allotment Files		
a. Copies of advices for headquarters and the field.	By fiscal year and allotment account thereunder.	Break files annually; hold for 3 fiscal years, then destroy.
b. "Blue Chip" copies of advices.	By fiscal year.	Same as above.
c. Allotment control ledgers showing obligations, expenditures, and status of allotments.	By fiscal year and country and/or station thereunder.	Destroy 10 years after close of fiscal year involved. Break files annually; hold for 2 years, then transfer to Records Center.
d. Status of Allotments. These reports are prepared monthly and forwarded to Finance Division. Copies are distributed to Branches and the field.	By fiscal year and monthly thereunder.	Break files annually; hold for 3 fiscal years, then destroy.
4. Obligation Files		
a. Consists of copies of obligation documents such as requisitions, travel orders, requests for payments and advances and related vouchers and supporting documents used in accounting for expenditures.	By fiscal year and allotment number thereunder.	Break files annually; hold for 3 fiscal years, then destroy.
b. Other copies of obligation documents such as requisitions and travel orders maintained solely for convenience of reference.	Conform to office practice.	Destroy when no longer needed for reference.

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5.	General Ledger Runs		
	These are monthly IBM runs furnished by the Office of the Comptroller showing expenditures, property issues, and cost listings. Used in reconciliation of accounts.	By fiscal year.	Break files annually; hold for 3 fiscal years, then destroy.
6.	Payrolls		
	These are copies of IBM runs furnished each pay period by the Office of the Comptroller.	By fiscal year and allotment number and pay period thereunder.	Destroy at the end of fiscal year.
7.	Project Accounting Files		
	Contains copies of project authorizations and correspondence, dispatches, cables, and related papers pertaining to the administration of project funds.	By allotment account number.	Place terminated projects in inactive file; hold 1 year and destroy.
8.	Station Accountings		
	These are monthly accounting received from the field in duplicate. Originals are forwarded to Finance Divisions.	By fiscal year and thereunder by country and/or station.	Break files annually; hold 3 fiscal years, then destroy.
9.	Imprest Fund Files		
	Consists of copies of monthly accounting made to Finance Division and letters of instructions authorizing expenditures of funds.	By month.	Destroy after audit and clearance.
10.	Overtime Files		
	Contains requests for overtime and reports of overtime worked.	By fiscal year and pay periods.	Break files annually; hold 1 fiscal year, then destroy.
11.	Employee Accountings Files		
	These files are maintained to record requests for advances, payment of allowances, accountings, travel orders and other financial transactions affecting individuals.	By fiscal year and alphabetically thereunder.	Destroy when no longer needed for reference. Do not retain after separation, termination, or transfer

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Such files are ordinarily maintained on cards or in folders containing extra copies of obligation documents and cover Staff employees, Staff agents, and contract employees.

V. LOGISTICS

1. Logistics Subject Files

A general file of correspondence, reports, copies of cables and dispatches, copies of instructions and internal issuances relating to administration of logistics support functions at headquarters and in the field as well as those of the Section. Ordinarily, correspondence with Branches and other headquarters components is filed here.	By subject (In accordance with Filing Guide)	Break files annually; hold 2 years, then destroy.

2. Memorandum Receipt Files

a. Signed copies of Memorandum receipts for non-expendable property.	Alphabetically by name.	Destroy after turn in of property.
b. Copies of Consolidated Memorandum Receipt Listings (IBM) furnished by Office of Logistics.	Alphabetically by station.	Destroy when superseded.

3. Requisition Files

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a. [redacted] Requisitions Consists of copies of field requisitions and shipping documents furnished by the Office of Logistics.	Numerically by station allotment number.	Break files annually; hold 2 years, then destroy.
b. Headquarters Requisitions Copies of requisitions prepared by the section for headquarters and field.	Numerically by requisition number	Break files annually; hold 2 years, then destroy.

4. Table of Vehicular Allowance (TVA) Files

Contains table of vehicular allowance for stations and projects. Included are copies of justifications and authorizations.	By country and/or station and project thereunder.	Destroy when superseded or cancelled.

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5. Property Card File

These cards are used to control issue and stock levels of non-expendable items. Shows to whom item is charged and where the balance on hand.	Alphabetically by name of equipment.	Destroy card with zero balances after confirmation of CMR (Consolidated Memorandum Receipt) report.

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Appendix A

A CHECK LIST FOR CONVERTING YOUR FILES
to a
SUBJECT NUMERIC FILING SYSTEM

Your files remain orderly and useable during this entire conversion. Phase One usually can be accomplished in an hour with an average Office's files.

Phase Two can be done in spare moments on a few folders at a time without interrupting the Office use of the files.

PHASE ONE---SEPARATING

1. Examine the folder labels used for your files.
2. Make a note of those subjects that are used in your files and are also listed as Primary Subjects on page 3 in the Guide.
3. Make up a file guide card (center position) for each Primary Subject used.
4. Arrange these guide cards alphabetically in an empty drawer.
5. Prepare to separate current active files from non-current inactive files. (In most cases current files are those for the current year.)
6. Take one folder at a time and note its contents in general. Is it active?
7. Place each current active folder, AS IS, behind the guide card that best identifies its contents. (Don't worry just now about a few inactive papers that are still in some of these folders.)
8. Each folder of non-current records remains, AS IS, in the old file. (Have a card on hand to mark your place in the drawer during interruptions.)
9. Folder by folder, work your way through your entire file.

(You now have an Active and an Inactive File. The Active File folders are in related groups behind new guide cards. The Inactive File remains as is, unchanged and available, but it could be put out of your way into a lower, less used, file drawer until retired to the Records Center or destroyed.)

PHASE TWO---REFINING

You will find your new separated files are more efficient, however, they can be even better. Your next step is to make new folders and refine your files.

1. First you must decide the secondary breakdowns your folders will need.
2. Take one Primary Subject at a time. Note the secondary breakdowns listed for it in the Filing Guide. Make a list of those you will need. (For example: Behind the guide labeled PERSONNEL you probably have several folders. It will be easier to find records if each folder is given its secondary classification, e. g. PERSONNEL, Awards.)

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3. Prepare labels for the new file folders you will need. Some subjects need only a primary folder with no secondary. Some will be so large as to need a secondary and perhaps even a tertiary breakdown.
4. Work on only one Primary Subject at a time. Review the contents of each folder. Is the paper current? Is it related? Is a cross reference needed?
5. Put the current material into the proper new folders. Transfer non-current records back to the old inactive file. Destroy all unneeded duplicates.
6. Continue this review and refining action as quickly as possible in each subject category until you have reworked your entire file.
7. Make an Index of subjects in your new file and keep a copy in the front of your drawer.

A good Cross Index is necessary to insure the consistent classification and filing of your Office records. Such an Index is mandatory during absences and when more than one person works with the files. By adding a few entries, concerning those records unique to your office, to the Index in the back of the Guide for Subject Filing it may well serve as a Cross Index for your Office files.

PHASE THREE---IMPROVING

PROBLEM TO LOOK FOR	POSSIBLE SOLUTION
1. Insufficient guides	1. Make guide cards for every primary and the larger secondary subjects or groups. Card Files average a guide per 30 cards. Correspondence Files average a guide per 6 to 10 folders. Sometimes a few less guides depending on use of file and good common sense.
2. Broken tabs	2. Replace guides and folders having bent, broken, or difficult to read titles.
3. Missing or poor or too small a label on drawer or folder.	3. Make drawer labels with large print. Label every drawer and every folder uniformly. Security can be preserved and still have a good, helpful drawer label.
4. Little used folders with only one or no paper in them.	4. Never keep empty folders in a file. Use general or miscellaneous folder for one-time items. Create new file folder after accumulating 7 to 10 papers on same subject.

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PROBLEM TO LOOK FOR	POSSIBLE SOLUTION
5. Loose papers with no folder behind guides.	5. Always use folders for efficiency and security. Loose papers slide under other folders, get damaged and disorganized. Avoid variety of folders and label styles.
6. Bulky folders sagging low in drawer.	6. Put large groups in two or more folders. Break files annually for better control and easier handling. Eliminate duplicates.
7. Poor distribution of folders.	7. Don't crowd file drawers. Leave room for operation and expansion.
8. No flexibility for growth or removal of obsolete material.	8. Change your old file system if your records of today make it obsolete. Use your Records Control Schedule to purge your files of inactive records for retirement to Records Center and obsolete material for destruction.
9. Variety of indexing rules in same file.	9. Be consistent. Keep arrangement uniform throughout for fast filing and recovery of papers. Date files.
10. Poor Index	10. Always make an index of subjects for your file. Keep it it front of drawer. Make it consistent with folder titles. Arrange and cross-index it in keeping with office needs and to cope with the style filing requests you receive.

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